Sample summary report

**Overview / purpose of the project/ programme/premises:** Education for all children in country X

**Assessment/appraisal date and team:** DD/MM/2018, team of AB, CD, EF

**Major findings and recommendations**

* + 1. Address priority 1 findings (urgent – safety)
    2. Sequence priority 2 recommendations

**Action to be taken**

**Who is responsible for implementation**

**Summary of potential resources** (and materials) required, cost and time estimates

**When:** Proposed completion timeframe

**Monitoring**, validation and review process

**Findings (summary matrix: optional)**

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| --- | --- | --- | --- | --- |
| **Checklist/Room/Area** | **To improve** | **Action/Costs**  **Recommendations** | **Responsibility** | **When** |
| Priority 1: Urgent | | | |  |
| Checklist 12: Latrines, Level 2 | A) Female accessible toilets on Level 2 blocked with cleaning materials – *Unsafe, tripping hazard for a person who is blind and reduces usability for people in wheelchairs.*  PHOTO 1  B) Indicated male accessible toilet on blueprint at Level 2 does not have grab-rails installed  PHOTO 2 | A) Management to speak to cleaning staff (Cost = Time)  B) Need to purchase and install appropriate grab-rails (Cost = Minor, contractor and equipment) | Cleaning team, facilities and building management | Q1, YYYY meeting with cleaning staff  Q2 YYYY install grab-rails |
| Priority 2: Important |  |  |  |  |
| Checklist : |  |  |  |  |
| Priority 3: Beneficial |  |  |  |  |
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| **Checklist/Room/Area** | **To share/ promote** | **Action/Costs**  **Recommendations** | **Status/**  **responsibility** |
| Good-Practice |  |  |  |
| Checklists 1 – 4 compliant | Example of entrance to school BCD | Write up a case-study |  |